

2012 Payday Transition



Payday changes are coming soon! Information to help you make the move from semimonthly to biweekly pay.

The date on which your pay cycle changes from semimonthly to biweekly is fast approaching. Beginning in January 2012, you will be paid every other Thursday (biweekly) instead of the 5th and 20th of each month (semimonthly).

This move will improve the efficiency of our payroll practices and supports our King County Strategic Plan's overarching goal—One King County.

As you may know, King County has been operating two payroll systems, PeopleSoft (biweekly) and MSA (semimonthly) for 15 years. These separate systems perform the central payroll functions for the county. Having two systems and schedules is inefficient and costly.

The following information provides details on some of the important differences between the semimonthly (MSA) and biweekly (PeopleSoft) payroll systems.

Details will be available at your worksite, through home mailings, emails and on the Intranet between now and January 2012.

Pay Amount

Moving to a biweekly pay cycle means that you will receive 26 paychecks per year instead of 24; however, your base rate will remain the same.

Because you will receive 26 paychecks a year, each biweekly paycheck will be approximately 8% smaller than your semi-monthly paycheck.

Paystub

The overall look of the biweekly paystub is identical to the semimonthly paystub and will continue to list your gross and net pay, leave balances, deductions and other payroll information.

Paydays

Instead of being paid on the 5th and 20th of each month as in the semi-monthly payroll cycle, you will be paid **every other**

Thursday and receive **26**

paychecks per year in the biweekly cycle .



Most months you will receive two paychecks; however, there are two months of the year where you will receive three paychecks instead of two.



Pay Dates

Below are some important dates related to the biweekly payroll:

- Your last semimonthly paycheck will be paid on **January 5, 2012**. This paycheck covers December 16 – 31, 2011 and completes the semimonthly pay cycles.
- The **January 19, 2012** paycheck will cover only the hours worked from January 1 – 6, 2012 because the first eight days of the biweekly pay period were included on the January 5, 2012 paycheck.
- Your first full biweekly paycheck will be paid on **February 2, 2012**. This paycheck covers the first full biweekly pay period January 7 – 20, 2012 and begins the biweekly pay cycles.
- Regular biweekly paychecks will be paid every other Thursday beginning **February 2, 2012**.

Deductions

Deductions that are mandated by law such as taxes, court orders, child support and garnishments will be withheld as required.

Other deductions where you've made a selection, (for example, your supplemental insurance, deferred compensation contributions and parking fees) will be deducted from the first and second paycheck every month for a total of 24 deductions per year.

Union dues will continue to be deducted as authorized and directed by your union.

START PLANNING NOW

Start planning now for the January 2012 move to the biweekly pay cycle. Because the payday calendar and your paycheck amount will change, you may need to adjust your personal budget.

Consider contacting your financial institution in advance of the January 2012 change to adjust the amount and timing of automatic payments or transfers used to pay bills.

Transition Payment

Employees moving from the semimonthly to biweekly payroll cycle will be able to request a one-time transition payment to help minimize any inconvenience due to the pay cycle change.

More detailed information regarding this payment option will be available May 2011.

Financial Counseling

Financial counseling is available through the King County Making Life Easier program. Please call this program toll-free at 1-888-874-7290 to speak with a financial counselor.

